

Locate a Grants.gov Proposal

1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations.

The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories.

Proposals submitted to FOAs are not submitted in PAMS, but are submitted through [Grants.gov](https://www.grants.gov). Proposals submitted through [Grants.gov](https://www.grants.gov) are transmitted to PAMS and then processed. In order to see your submitted [Grants.gov](https://www.grants.gov) proposals in PAMS, you must first associate yourself to the proposal.

The purpose of this document is to provide step-by-step instructions for users to follow to associate themselves to a [Grants.gov](https://www.grants.gov) proposal.

2 Prerequisites

Before associating yourself to the [Grants.gov](https://www.grants.gov) proposal, the following criteria must be met:

- The user has an external PAMS account.
- The user submitted a proposal through [Grants.gov](https://www.grants.gov) to a DOE SC Funding Opportunity Announcement.
- The user must be the Principal Investigator (PI), SRO/BO/AO (Sponsored Research Office/Business Officer/Administrative Officer), or Other (Point of Contact) on the proposal, as indicated on the SF-424 (R&R) Cover Page.
- The user has received a Receipt of Proposal email.

3 Accessing Previously Submitted [Grants.gov](https://www.grants.gov) Proposals

After you have submitted your proposal to an open FOA in [Grants.gov](https://www.grants.gov), you can access the proposal in PAMS.

If you would like to submit a proposal to an FOA, please visit <https://www.grants.gov>. If you require assistance submitting a proposal through [Grants.gov](https://www.grants.gov), you can contact the Helpdesk at:

- Phone: 800-518-4726
- Email: support@grants.gov

Once a proposal is transmitted from [Grants.gov](https://www.grants.gov) to PAMS, a Grants Analyst (GA) begins processing the proposal. A PM is assigned to the proposal, and PAMS sends a Receipt of Proposal email notification to the PI and the SRO/AO/BO (*Figure 1*).

Use the following steps to locate a [Grants.gov](https://www.grants.gov) proposal submission.

| | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| From | Grants Analyst <Email Address> |
| To | Principal Investigator <Email Address> |
| CC | SRO/AO/BO <Email Address> |
| Subject | Receipt of Proposal ID Number <ID Number> DOE Office of Science |
| Message | <p>Your proposal entitled, "Proposal Title" has been received by the DOE Office of Science. The program manager for your proposal is PM Name in the Office of Fusion Energy Sciences. You may contact the program manager at <Email Address>. Thank you for your submission to the DOE Office of Science.</p> <p>Solicitation: DE-FOA-0001968, FY2019 Continuation of Solicitation for the Office of Science Financial Assistance Program Proposal Arrival Date and Time: 5/30/2019 6:43:36 PM</p> |

Figure 1. Receipt of Proposal

1. Log in to your external PAMS account at (*Figure 2*): <https://pamspublic.science.energy.gov/webpamsepxexternal/login.aspx>.

U.S. DEPARTMENT OF ENERGY Office of Science **Portfolio Analysis And Management System**

Login | Award Search | Existing User | Monday 10th June 2019 07:12:45 P.M.

Existing User Login

Username

Password

Login

[Forgot Password](#)
[Forgot Username](#)

New User Registration

- [Search Solicitations](#)
- [Create New PAMS Account](#)

Other Links

- [Award Search](#)
- [Recommended Settings](#)
- [Contact Us](#)
- [PAMS User Guide](#)

System Use Notification

You are accessing a US Government Information System, which includes servers, network devices, and storage media.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Figure 2. PAMS External Login

2. Navigate to the "Proposals" tab (Figure 3).

3. PAMS will load the "Guide Me" subtab. Select "Access Previously Submitted [Grants.gov](#) Proposal" in the Proposals column under "What would you like to do?"

U.S. DEPARTMENT OF ENERGY Office of Science **Portfolio Analysis And Management System**

Home | **Tasks** | **Proposals** | **Awards** | **Institutions** | Wednesday 5th June 2019 03:33:45 P.M.

Guide Me | Respond to Solicitations

You are here: Home » Proposals » Guide Me

What would you like to do?

| Solicitations | Letters of Intent/Preproposals | Proposals |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • View Funding Opportunity Announcements • View DOE National Laboratory Announcements | <ul style="list-style-type: none"> • View My Letters of Intent • View My Preproposals | <ul style="list-style-type: none"> • View My Proposals • Access Previously Submitted Grants.gov Proposal |

Figure 3. Proposals, Guide Me, Access Previously Submitted [Grants.gov](#) Proposal

4. PAMS will load the "Register to Institution – [Grants.gov](#) Proposal" page, which will allow you to locate your proposal by registering to the institution (Figure 4). You must complete the required fields in order to continue. Refer to the table below to complete the required fields.

Figure 4. Register to Institution – [Grants.gov Proposal](#)


Required Fields

| Element | Description |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Proposal ID</i> | Enter the Proposal ID as seen in the Receipt of Proposal Email. |
| <i>Email (as entered in Grants.gov proposal)</i> | Enter the email address as entered on the SF-424 (R&R) Cover Sheet. |
| <i>Choose Role</i> | <p>Use the radio buttons to select one of the following roles to fulfill on the proposal:</p> <ul style="list-style-type: none"> SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer) PI (Principal Investigator) Other (Point of Contact) <p>Note: You must select the role designated to you on the SF-424.</p> |

5. Once you have completed the required fields, click “Save and Continue” in the bottom right corner of the page (*Figure 4*).

- If you were previously removed from the Institution, a security block has been placed on your account and you will be unable to register automatically until it is removed.
- If the institution has one or more Institutional Contacts you will receive the following message: If there is no Institutional Contact, you will receive the following message: There are currently no institutional point(s) of contact. The PAMS Helpdesk has been notified and will seek to identify an Institutional Approver. The PAMS Helpdesk can be reached at (855) 818-1846 (toll-free number) or (301) 903-9610 (Available 9:00 AM - 5:30 PM Eastern Time (ET) Monday - Friday).

6. PAMS will navigate you to the “My Proposals” page, and display a Success message confirming that you have been granted access to the proposal in PAMS (*Figure 5*).



Office of
Science

Portfolio Analysis And Management System

HomeTasksProposalsAwardsInstitutions

Guide MeRespond to Solicitations

Wednesday 5th June 2019 04:07:05 P.M.

ALL PROPOSALS

General

LOI/Preproposals

My Letters of Intent

My Preproposals

Proposals

My Proposals

Access Previously

Submitted Grants.gov

Proposal

You are here: Home » Proposals » Guide Me » General []

My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (- View More)

Success:

You have been granted access to the proposal.

Detailed View | Search | Saved Searches

Figure 5. My Proposals – Success